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315 Bradley Street  
Carrollton, Georgia 30117

City Hall (770) 830-2000

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P.O. Box 1949  
Carrollton, Georgia 30112

Fax (770) 830-2025

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March 21, 2012

**Re: City of Carrollton's Non-Residential and Accessory Structures Permit  
Application Requirements**

To Whom It May Conern:

The City of Carrollton periodically reviews and evaluates the City's permitting process and requirements to better serve and protect the residents, owners, developers, builders, contractors and general public.

Please find the attached "City of Carrollton Non-Residential and Accessory Structure Permit Application Requirements". Hopefully, the checklist of requirements will simplify and shorten the review process. The requirements listed are the normal basic requirements previously required for permitting withint the City of Carrollton with one exception. The City will require the applicant to provide a copy of the contract, quote or proposal to verify the cost of the project.

If you have any questions or need additional information, please don't hesitate to call.

Sincerely,

Tommy J. Holland,P.E.  
City Engineer  
770-830-2000

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## **CITY OF CARROLLTON NON-RESIDENTIAL AND ACCESSORY STRUCTURES PERMIT APPLICATION REQUIREMENTS**

The following items must be provided before the review process for a non-residential or accessory structure permit will begin and/or be completed.

- ☐ Complete Building Permit Application
- ☐ Two (2) Copies of the Site Plan
- ☐ Two (2) Copies of the Building Plans
- ☐ Copy of Energy, Engineering or other required calculations (if applicable)
- ☐ Copy of Local or Georgia State Business License
- ☐ Copy of Georgia State Contractor's License /Card
- ☐ Copy of Card Holder's Driver's License
- ☐ Copy of Contract or Proposal verifying cost of Project

### **Note:**

- If someone other than the actual state card holder is obtaining or picking up the permit, a state approved notarized affidavit will be required.
- If State Fire Marshall review & approval is required, then the plans should be submitted directly to the State Fire Marshall's Office by the Owner/Builder.

### **ADDITIONAL DATA**

The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications, and accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their official seal.

All proposed buildings and constructions must comply with the most current ICC (International Code Council), NEC (National Electric Code), ADA (American Disability Act) standards and requirements. Also, the proposed site, building, and construction must comply with the most current City of Carrollton Zoning, Code of Ordinances, and all federal, state and local standards and requirements.



## ENGINEERING DEPARTMENT

### Building Permit Application

315 Bradley Street  
Carrollton, GA 30117

Official Use Only

Log # \_\_\_\_\_ Permit #: \_\_\_\_\_

Application Date: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Bldg. Permit Fee: \_\_\_\_\_ W&S Fees: \_\_\_\_\_

Review Fee: \_\_\_\_\_ Total Fee: \_\_\_\_\_

### APPLICATION FOR BUILDING PERMIT

This application shall be made in accordance with applicable requirement of the City of Carrollton Ordinance and Code for a permit to erect, alter, repair, or use a structure as described herein and as required by the Building Permit

Property Owner's Name:		Applicant/Contact Name:	
Property Owners Address:		Company Name:	
City, State & Zip:		Company Address:	
Property Owners Telephone #		City, State, & Zip:	
Permit Location Subdivision Name:		Telephone #	
Address:		Lot#	
Lot Size:		Business License #	
<b>Type of Permit:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Interior Finish			

TOTAL SQ FEET = \_\_\_\_\_ # STORIES = \_\_\_\_\_ Other: \_\_\_\_\_

Official Use Only

ROOM	HEATED	UNFINISHED
LIVING AREA		
BASEMENT		
BONUS RM.		
GARAGE:		
ACCESSORY, COMMERCIAL PRICE = \$		

\$ PER SQ FT	BUILDING INSPECTION
	FED CODE: CONST TYPE
	ARCH PLANS
	APPROVED BY: DATE:
	COMMENTS:
TOTAL	

The Permit Holder signifies his knowledge and acceptance of these conditions by his signature. The Permit Holder is responsible for compliance with the Carrollton ordinance and State of Georgia laws concerning soil and erosion and sedimentation control. The Permit Holder is responsible for the proper installation and maintenance of the following measure, at a minimum:

- Silt Fence at the downhill edge of all areas to be disturbed, install according to the Ga. State Field Manual for Erosion and Sediment Control
- Gravel construction entrance to keep soil and mud from being tracked from vehicles onto the roadway, and
- A twenty-five (25) foot buffer is required along all creeks and streams. The undisturbed buffer shall be protected at all times
- All Best Management Practices as required by the Georgia State Soil & Water Conservation Commission

The Permit Holder must maintain soil erosion control measures during all phases of construction. If the soil erosion control measures are not maintained on site, the Permit Holder will be subject to penalties up to and including fines and/or stop work orders. The Building Dept. will not conduct inspections on lots that are not consistent with the provisions of this application.

- The finished floor elevation of the lowest habitable floor shall be as least one (1) foot above (vertical elevation) the 100-year floodplain or headwaters of any drainage easement or waterways. Elevation certificate required at Rough-in inspection.
- No burial or burning of wood waste, trees, stumps, or construction debris is allowed except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.

I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. All provision of laws and ordinances governing work to be performed shall be complied with whether herein or not.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only

Engineering		Planning & Zoning	
Floodplain:	Easements:	Zoning Classification:	
Water:	Sewer:	Minimum Setbacks - Front:	Side: Rear:
Addressing:		Certificate of Appropriateness:	
Approved by:	Date:	Parking:	Buffers: Lot Coverage:
Comments:		Approved by:	
		Date:	
		Comments:	



# OFFICE OF THE TAX ASSESSOR CARROLL COUNTY GEORGIA

P.O. BOX 338 • Carrollton, Georgia 30112  
Phone: (770) 830-5812

## NOTICE

Our records indicate that you have recently obtained a building permit. Please be advised that an Appraiser from the Tax Assessor's Office will be visiting your building site to list and measure your house/building, etc. at least once, most likely twice during construction.

Should you have any questions or concerns, please contact me at the above phone number.

Sincerely,

Sandi Ferguson  
Chief Appraiser